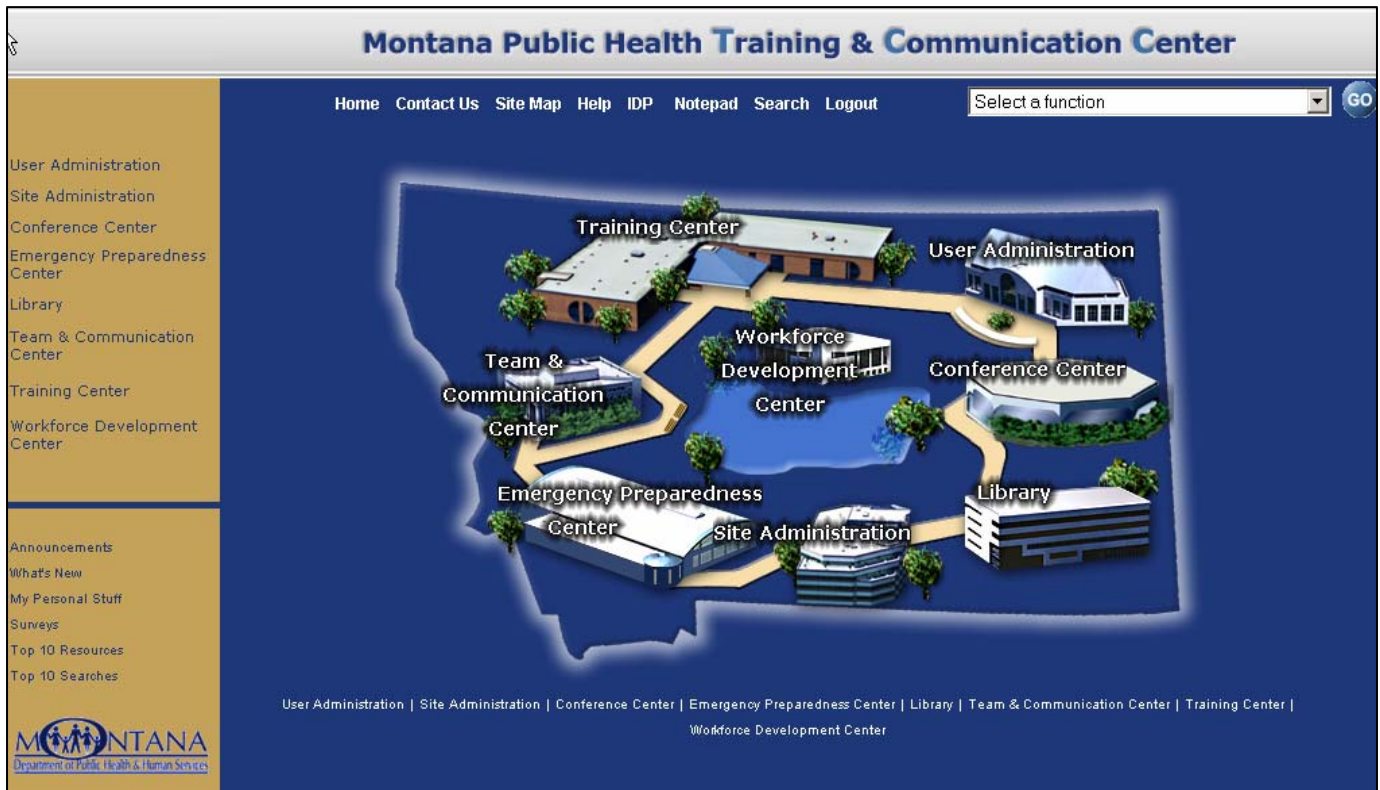


# Montana Public Health Training & Communication Center (TCC)



## User's Quick Guide

This document is tailored for the average end user of the Montana TCC. It is a quick reference guide to the most basic tasks within the site and illustrates how to search and register for courses, add other training events, manage your account information, and view and manage your transcript.

Created 2/17/2006

# Montana Public Health Training & Communication Center (TCC)

## User's Quick Guide

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# Montana Public Health Training & Communication Center (TCC) User's Quick Guide

## 1. How to login to the TCC

1. Type  
"https://montanapublichealth  
tcc.org" into the address field  
of your browser.
2. When prompted, enter your  
User Name and Password,  
click "Submit"
3. The resulting page will be your  
TCC Member homepage.

**NOTE:** If you are a first time user, you  
will need to "register" by following the  
instructions below.

### Welcome to the Montana Public Health Training & Comm

Welcome to the Montana Public Health Training & Communication Center! If th  
click [Register](#). Registration is free of charge.



Login ID:   
Password:

[Forgot Login?](#) | [Forgot Password?](#)

## 2. How to Register on the TCC

1. Type  
"https://montanapublichealth  
tcc.org" into the address field  
of your browser.
2. Click on the "Register" link on  
the login page.

ll enter these each time you access the site. Your Login ID and Passw

Login ID:   
Password:   
Confirm Password:

[Use of this site signifies your agreement to the access agreement.](#)

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### Screen 1 - Login

On the next screen you will create a  
Login ID and Password that you will  
use each time you access the TCC.  
When you are finished, click the  
"Submit" button.

### Screen 2 - Root Organization

Select your **Root Organization** from  
the drop down menu, and click the  
"More" button.

#### Step #1: Identify the Root Organization

Please click on the down arrow and select the Root Organization that most closely matche  
steps. If your organization is not listed in this menu, go to Step #3.

Root  
Organization:    
Select Organization  
Federal Public Health Agencies  
Hospital / Community Health Care  
Local / Regional Public Health Agencies  
Montana DPHHS - State Public Health Agency  
Other State Public Health Agency  
State Government  
Tribal Communities  
Tribal Public Health Agencies  
Final Step: If No M  
If your organization  
Other Organiz  
name of your organiz  
elect

Next, select your **Sub Organization** from the second drop down menu, and click the “More” button again.

#### Step #2: Identify the Sub Organization

Please click on the down arrow and select the *Sub Organization* that most closely match organizations exist with this organization" appears on the page, then click "Select".

Sub Organization: Select Sub Organization + More

Deer Lodge  
Fallon  
Fergus  
Flathead  
Gallatin  
Garfield

Final Step: If No Match

**Do not click on the “Select” button until the message “No sub-organizations exists within this organization” appears on the screen** – letting you know that you have reached the last sub level of your organization, then click the “Select” button. Otherwise continue to click the “+ More” button and make your selection from the next sub-organization menu.

Sub Organization: Fergus + More Select

No sub-organizations exist within this organization.

### Screen 3 – User Profile

The last registration screen is the “User Profile” screen. All of the text fields labeled with an “\*” are required fields. All other fields are optional. When you are finished, click the “Submit” button. The resulting screen will be the “Home Page” of the TCC.

#### User Administration Manage My Profile

To modify existing information, edit the field(s), then click **Submit**. To restore the original information, click **Cancel**. All required fields are marked with an asterisk (\*).

\* First Name:

\* Last Name:

\* Primary Email Address:

☐ Send me updates and notification of content changes.

HAN Notification Email Address:  ⓘ

Urgent HAN Message Email Address:  ⓘ

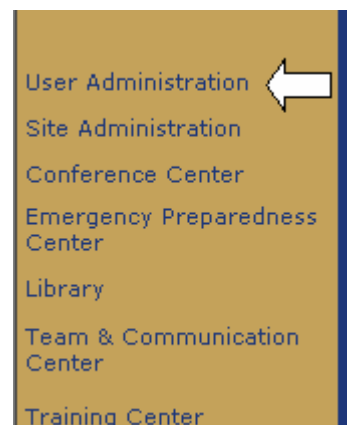
\* Professional Role: Select Professional Role

Administrative Support  
Administrator/Manager (not lead PH Official)  
Advance Practice Nurse

### 3. How to Change Your Account Information

1. Logon to the TCC
2. Select “**User Administration**” from the side menu

**NOTE:** You can also navigate the TCC by clicking on the buildings on the campus map, on the home page.



3. Click on the “**Manage My Account**” Folder.



From the “**Manage My Account**” folder you can;

1. Change your Login ID
2. Change your Password
3. Change your Root Organization
4. Change you User Profile
5. Add other training events to your transcript



**NOTE:** You can click on all the folders within the site and make your selection from a list of links, instead of using the drop menus.


#### 4. How to Retrieve a Forgotten Login ID or Password

1. Type “<https://montanapublichealthtcc.org>” into the address field of your browser.
2. **Login ID:** On the login screen, click “Forgot Login?” - On the next screen enter your First and Last Name, then click “Submit” – the resulting screen will display your Login ID.
3. **Password:** On the login screen, click “Forgot Password?” - On the next screen enter your Login ID and email address, then click “Submit”. **Your password will be emailed to you.**

#### 5. How to Search for Courses

1. Login to the TCC
2. Click on the “**Training Center**”
3. Click on the “**Classroom and Online Courses**” folder
4. Select a Topic or type in Keywords, then click on the “**Search**” button to view a list of the courses available.

**Note:** Select “All” from the “Topics” menu, and click the “Search” button to view all of the courses available on the TCC. (The list will appear in the bottom left frame).

- From the course list, click on the name of the courses to launch or register for the course.
- To view information about the course, click on the blue “Information” icon . (The information will appear in the bottom right frame).

**Note:** The information in “[i]”, to the right of the course name, indicates the format of the course, such as classroom or online.

25 record(s) found.

-  [An introduction to Food Security Awareness](#) [Online]
-  [CERC - Crisis & Emergency Risk Communication: by Leaders for Leaders](#) [Online]
-  [Common Misconceptions about Disasters](#) [Online]
-  [Coping with Bioterrorism - The Role of the Laboratorian](#) [Online]


## 6. How to Take an Online Course

- Follow the above instructions under “**How to Search for Courses**”
- Select a course name from the list that has “[Online]” after the course name.
- On the following, course description screen, click on the “**Take Course**” button and a new window will open containing the course. (*Follow the directions for taking the course given by the course provider*).
- The course will be added to your transcript.



[Return to Classroom and Online Courses](#)

## 7. How to Register for a Classroom Course

- Follow the above instructions under “**How to Search for Courses**”
- Select a course name from the list that has “[Classroom]” after the course name.
- Click on the blue “Information” icon . The course and registration information will appear in the bottom right frame.
- If there are multiple sessions of the course, check the “Section

<u>Your Status</u>	<u>Your Options</u>	<u>Section Location, Date and Time</u>	<u>Section Status</u>
	<a href="#">Enroll</a>	Section 3 Missoula - Full Day Workshop Location: <a href="#">Missoula, Montana - Holiday Inn Parkside - Conference Room</a> Date(s): 02/28/2006-02/28/2006 Time: 08:30 AM-05:00 PM Day(s): Instructor: Bekki Kirsch	open


Status” of the course you are interested in taking. If the course status is “open” click on “**Enroll**” under “Your Options”.

- The course information will refresh to show you as being enrolled in the course.


#### Cancel your enrollment

- Click on “**Cancel**” under “Your Options”

#### Add a course to your Outlook calendar

- Click on the “Clock” icon  next to “Date(s)”

**Note:** If the status of the course section is “**closed**” you may have the option to be placed on a “**wait list**” if one is offered by the instructor.

<u>Your Status</u>	<u>Your Options</u>	<u>Section Location, Date and Time</u>	<u>Section Status</u>
enrolled	<a href="#">Cancel</a>	Section 3 Missoula - Full Day Workshop Location: <a href="#">Missoula, Montana - Holiday Inn Parkside - Conference Room</a> Date(s): 02/28/2006-02/28/2006  Time: 08:30 AM-05:00 PM Day(s): Instructor: Bekki Kirsch	open

## 8. How to Add Other Training Events to Your Transcript

- Click “**User Administration**”
- Click “**Manage My Account**”
- Click “**My Other Training Events**”
- Fill out the form in the bottom right frame, and click the “**Add**” button.
- On the following confirmation screen, click the “**Add**” button again.



## 9. Quick View of Your Registered Courses and Training Events

- Click the “**My Personal Stuff**” link from the side menu.
- Click on the “**Course & Events Calendar**” tab.



## 10. How to View Your Transcript

The transcript is your training record: a list of site courses and curriculum you have accessed and completed as well as information about learning events you have taken outside the site.

- Click the “**My Personal Stuff**” link from the side menu.
- Click on the “**Transcript**” tab.



## 11. How to Manage Your Transcript

### View and print your transcript

1. Click on **“Transcript”**
2. Click **“Courses Only”** (default view) to display only courses in your transcript
3. Click **“Courses & Lessons”** to display your complete transcript
4. Click on the frame that contains your transcript
5. Use your browser print function to print your transcript

### Student Transcript

For: Tulasi Zimmer As of: February 16, 2006  
C: Classroom Courses O: Online Courses

[Courses Only](#) [Course & Lessons](#)

Type	Title	Start Date	Completion Date
O	An introduction to Food Security Awareness <a href="#">info</a>   <a href="#">certificate</a>	12/08/2005	
O	ASSESSMENT: Introduction to Reducing Total Ownership Cost <a href="#">info</a>	10/11/2005	
O	CERC - Crisis & Emergency Risk Communication: by Leaders for Leaders <a href="#">info</a>   <a href="#">certificate</a>	11/23/2005	-

### View Course Information

To view information about a course listed in your transcript, click **“info”**. A new window will open with the course information.

### View and Print a Certificate

1. Click **“certificate”** The certificate displays in a new window.
2. Click on the frame that contains your certificate.
3. Use your browser's print function to print your certificate.

## 12. How to Save a Shortcut to the TCC on Your Desktop for Easy Access

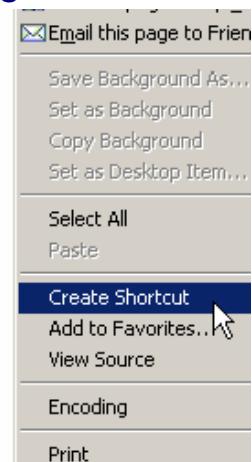
1. Type **“https://montanapublichealthtcc.org”** into the address field of your browser
2. Right click, with your mouse, on the TCC login screen.
3. Select **“Create Shortcut”** from the drop menu.
4. And click **“OK”**
5. You can rename the shortcut on your desktop by clicking the name, once, with your mouse.



Login ID:

Password:

[Forgot Login?](#) | [Forgot Password?](#)



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## 13. Where to Get Help on the TCC

1. Click “**Help**” in the top menu

**Help** gives you three ways to find information about functionality in the site: by building, by function, and by keyword. Click on one of the three links above.



**By building** displays an alphabetical list of the buildings. Click on a building name to see a description of that building and a list of all the functions contained in that building with descriptions of each.

**By function** displays an alphabetical list of functions. Click on a function name to see a description of that function and its location within the site.

**By keyword** allows you to do a keyword search for a particular function. Type a keyword in the textbox and click “**Display**”. The function(s) that match(s) your search will be displayed with a description and the function location within the site.

**NOTE:** A good way to become familiar with the TCC is to use the **Site Index** by clicking on “**Site Map**” in the top menu bar.

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### For additional help or information about the TCC

**Tulasi Zimmer, TCC Site Administrator**  
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Website: <https://montanapublichealthtcc.org>